

**THE TULALIP TRIBES**  
**TGO/QCC/BINGO**  
**Job Description**

**JOB TITLE:** Cedars Expeditor

**POSITION NUMBER:** TGO-008-06

**NOTE:** Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

**The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities**

**EDUCATION:**

- ☐ High School Diploma or GED equivalent preferred.

\*If applicant does not meet education requirement, employer will allow 6 months from date of hire to meet this job requirement, as a condition of employment.

**SKILLS:**

- ☐ Must have good grooming habits and manners.
- ☐ Must be able to follow specific instructions.
- ☐ Must be able to communicate with Cooks and Dining Consultants to ensure quality plate presentation.
- ☐ Must be able to remain calm under stressful situations.
- ☐ Ability to resolve issues and facilitate proper communication between Cooks and Fine Dining consultant.
- ☐ Excellent customer relations skills.

**EXPERIENCE:**

- ☐ Minimum of two (2) years of food serving experience, in a full service restaurant.

**OTHER REQUIREMENTS:**

- ☐ Must be 18 years of age or older. (**Attach document with application**)
- ☐ Must be able to obtain and hold a Food Handler's card within 60 days from date of hire.
- ☐ Must be willing to obtain certification through the National Restaurant Association SERV SAFE program.
- ☐ Will be responsible for the deliverance of the highest level of customer service to guests, VIP's, and co-workers.
- ☐ Must attend mandatory guest service training.
- ☐ Must be flexible to work both Casino sites, the "New" Tulalip Casino and the Quil Ceda Creek Casino.
- ☐ Must be able to work any shift assigned to include days, swing, grave, weekends, and /or holidays
- ☐ Must be able to obtain a Class II certification, and be licensed, with the Tulalip Tribal Gaming Agency.
- ☐ Must have successful employment history with the Tulalip Tribes and/or other employers.

**Physical Characteristics and/or Prerequisites:**

- ☐ Must be able to stand and/or walk for prolonged periods of time.
- ☐ Strength to lift objects weighing 20-40 lbs. on an occasional basis.
- ☐ Must have tolerance to work in a smoke-filled environment.
- ☐ Manual and finger dexterity in plate set up and presentation.
- ☐ Tolerance to be exposed to cleaning solvents and detergents on a daily basis.

**Casino Department:** Food & Beverage

**Employee Classification:** Non-exempt

**Job Summary:** Coordinates the flow of food product, ticket times, and presentation of all food items set in pick-up window. Facilitates the proper communication between the Cooks and the Front of the House team members. Assists Servers in tableside service as needed. Ensures quality service to all guests. Provides expert knowledge in Sequence of Service, menu items, preparation, wine selection and service.

**Employee Reports To:** Food & Beverage Lead FOH or designee

**Extent of Job Authority:** Works with Supervisor, Leads, host person, and bus person to ensure proper dining room procedures and standards are being followed. Facilitates the proper communication between the Cooks and the Front of the House team members. Helps to ensure quality customer service and satisfaction.

**Specific Duties Performed:**

1. Ensures quality food for all items leaving Kitchen.
2. Coordinates ticket times and quality of service.

3. Resolves issues and facilitates proper communication between Cooks and Front of team members.
4. Prepares all plates with condiments for Servers.
5. Designates/or delegate's food runners for efficient delivery of food items to proper table and seat number.
6. Assists Servers with service as needed.
7. Monitors all food returned, and maintains waste logs.
8. Assists all positions as necessary to promote positive teamwork.
9. Ensures floors, and work areas are clean and presentable at all times.
10. Greet guests in a professional and friendly manner.
11. Assists when needed, presenting water and gifts of friendship.
12. Knows and practices all health and safety practices and procedures, including HACCP standards.
13. Performs all side work duties as assigned or requested by Supervisor/Manager.
14. Understands and executes the proper Sequence of Service.
15. Will study and learn menu items preparations, including features, wine selection and service.
16. To perform the position of food runner as needed.

**Terms of Employment:** This is a Regular Part-time position requiring at least 20 hours per week or 1040 hours per year.

**Pay Range:** \$12.11 per hour

**Opening Date:** January 9,2006

**Closing Date:** January 20,2006 at 4:00 pm.

**Please return your completed application, to the 1<sup>st</sup> floor casino receptionist, by the closing date and time, to the Tulalip Casino at 10200 Quil Ceda Blvd. Tulalip, WA 98271.**

**The 1<sup>st</sup> floor casino receptionist is available 8:00 a.m.- 6:00 p.m., Monday- Friday.**